

Housing Authority of the City of Cape May
Regular Board of Commissioner Meeting Minutes
December 18, 2023 - 4:00 p.m.

The regular meeting of the Housing Authority of the City of Cape May (CMHA) was held December 18, 2023, at 4:00 p.m. in the Management Offices of the CMHA located at 639 Lafayette Street, Cape May, NJ 08204.

The meeting was called to order by Chairperson Lafferty who requested everyone rise for the Pledge of Allegiance.

Chair Lafferty read the Sunshine Law.

Upon roll call those presents were:

Chairperson Keith Lafferty	(in person)
Vice-Chair Patricia Hodgetts	(in person)
Commissioner Victor Faison	(via Teams)
Commissioner Laurel Nuschke	(in person)
Commissioner Dr. Patricia Martz	(in person)
Commissioner Lynda Towns	(in person-4:11pm)
Commissioner Dr. Traficante	(in person)

Also, present were Jacqueline Jones, Executive Director, Mike Watson, Esquire – Solicitor (via Teams), Linda Cavallo, Fee Accountant Michael Thilker, Auditor - Bowman & Company, and Maryellen Francke, Site Manager.

There were no members of the public attending the meeting.

Minutes

Chairperson Lafferty requested a motion to approve the Regular Meeting from November 13, 2023, Board Meeting. A motion was made by Vice-Chair Hodgetts and seconded by Commissioner Nuschke. The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Abstain)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Traficante	(Yes)

Chairperson Lafferty asked Michail Thilker to present the Report of Audit for the Fiscal Year Ended September 2022 and 2021.

Ms. Jones noted that the Report was in front of the Commissioners and that it had also been emailed to the Board prior to the meeting. She also advised that the Resolution would be presented at the January 2024 Meeting thereby giving the Commissioners an opportunity to review its' contents.

Mike Thilker then proceeded to highlight the report as follows:

- Page 2 & 5 – Independent Auditor’s Report – the opinion being that it is a “clean” or “unmodified” audit with no issues to report.
- Page 11 – reviewed Net Position, Deferred Outflows of Resources, Liabilities
 1. Total assets \$981,439
 2. Liabilities \$154,302

Increase due to pension liabilities. The unfunded liability this year is about \$300,000, the Authority’s portion must be reflected in the financial statements. There are also other post-employment liabilities that are reflected under non-current liabilities.

\$760,000
- Page 12 – Statements of Revenue, Expenses and Changes in Net Position
 1. Decrease in operating revenue \$890,000 due to the reduction in HUD subsidy and the Authority used less of the Capital Funding.
 2. Operating expenses decreased to \$70,370 due to a decrease in administrative and utility expenses.
 3. Overall net deficit decreased \$621,098.
- Page 13 – Statements of Cash Flows
 1. Increase over last year to \$88,650
 2. Overall cash balance increased to \$349,152
- Page 14, 15 & 22 – includes Summary of Significant Accounting Policies
There is a new accounting procedure that will affect the Authority – Statement 96 – Subscription-Based Technology Arrangements, the Fee Accountant and the Auditor will address this requirement.
- Page 36 – notes on the other post-employment benefits (OPEB Plan).
- Page 53 – Schedule of Expenditures of Federal Awards – since this did not go over 750 thousand the Authority did not need a single audit – the total amount for the year \$488,653.

This concluded the Auditor’s report, since there were no questions from the Board, Chairperson Lafferty excused Mr. Thilker from the meeting.

Chairperson Lafferty asked Ms. Cavallo to present the monthly accounting report.

Ms. Avena presented the two months ending November 20, 2023, Income & Expense Statement. Ms. Jones noted the Tenant Services expense line will decrease going forward since the Vineland Social Worker will reduce the amount of time spent at the Authority.

Executive Director's Report:

Ms. Jones reported two vacancies, one at Osborne (due to a transfer) and one on Broad (Tenant moved back to Puerto Rico). It is anticipated both units will be completed by the end of next month.

PLAYGROUND PAVILLION EQUIPMENT:

The equipment has been received it is a matter of getting it installed. The Contractor indicated they could install the equipment, but they needed 40 degrees and rising, so the installation will be scheduled for the Spring.

JCP&L:

Ms. Jones reported that there have been communications with HUD since the last meeting. The Authority received another letter with yet again some additional requirements from the original HUD requests. There were several issues that needed to be addressed by the Authority. One issue was the environmental record. As a result of a Teams meeting with the attorneys and the HUD staff members, that has been resolved. Ms. Jones received a call from one of the members of the Teams Meeting. He wanted to let her know that he went to the Newark HUD General Council to report our concern over the length of time it has taken to resolve this issue. So, Rick & Mark will continue working with the HUD Staff to resolve any remaining issues.

Ms. Jones then turned the meeting over to Chairperson Lafferty.

RESIDENT ACTIVITIES:

Vice-Chair Hodgetts reported on the Secret Santa Workshop that was held last Saturday. It was well attended by the families as well as the Seniors. The Tenants had an opportunity to select presents for family members, at no cost to them. Volunteers helped with the wrapping, there were refreshments for everyone. Commissioner Towns reported that she stopped in, she was impressed with the attitude of the Tenants as well as the interaction with the Cape May Cares volunteers.

Chairperson Lafferty advised that there was a "Pint Night" at Fins that raised \$6,000.00 for Cape May Cares. Also, this Christmas they will be delivering presents to seventy-three families.

Chairperson Lafferty then provided an update on the Revitalization Program.

Chairperson Lafferty reported that a meeting is scheduled for Wednesday, December 20, 2023, with City of Cape May Representatives to provide an update and discussions on the Revitalization Program. The attorneys have been in communication which helped to facilitate this meeting. There will also be a brief update on JCP&L.

The purpose of the meeting is to provide a better explanation as to what we want to accomplish and that will include a 10-minute slide presentation. Rick Ginnetti will also be in attendance to provide a more detailed review.

In answer to the Commissioners questions on whether there are plans to make the same presentation to the City Council, the Chairperson responded that is a goal, so the intent is to have conversations about scheduling such a presentation with the City Council.

Chairperson Lafferty then addressed resolutions for approval as follows:

Resolution #2023-45
Resolution Approving December 2023 Expenses

Chairperson Lafferty called for a motion to approve Resolution 2023-45. A motion was made by Vice-Chair Hodgetts, seconded by Commissioner Nuschke.

The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Traficante	(Yes)

Resolution #2023-46
Resolution Approving 2024 Flat Rent Schedule

Chairperson Lafferty called for a motion to approve Resolution 2023-46. A motion was made by Vice-Chair Hodgetts Nuschke, seconded by Commissioner Traficante.

Ms. Jones advised that every year the Authority needs to evaluate the flat rents that are being charged. Residents have a choice of flat rent or income based rent every year during the annual re-certification. In Cape May we have two families on flat rent. HUD regulations state that flat rents must be at least 90% of the fair market rents.

The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Traficante	(Yes)

Resolution #2023-47
Resolution Write-Offs for Fiscal Year 2023

Chairperson Lafferty called for a motion to approve Resolution 2023-41. A motion was made by Vice-Chair Hodgetts seconded by Commissioner Traficante.

Ms. Jones explained this is a result of a Tenant who moved out without paying rent.

The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Traficante	(Yes)

Resolution #2023-48
Resolution Voiding Checks Not Presented for Payment FY 2023

Chairperson Lafferty called for a motion to approve Resolution 2023-48. A motion was made by Commissioner Nuschke seconded by Vice-Chair Hodgetts.

Ms. Jones indicated she was striking the first paragraph as this did not apply. There are two checks that were not presented for payment. These were payments of security deposits.

The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Traficante	(Yes)

Chairperson Lafferty stated that the following Resolutions are going to be bundled together, then called for a motion to approve Resolution 2023-49, and Resolution 2023-50. A motion was made by Commissioner Traficante and seconded by Vice-Chair Hodgetts.

Ms. Jones stated, as the Chairperson stated, this is for trash and pest control services that were quoted in a non-fair and open manner, and we are permitted to do that as these contracts are under \$43,000.

Resolution #2023-49
Resolution Awarding Trash Removal Services

Resolution #2023-50
Resolution Awarding Pest Control Services

The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Traficante	(Yes)

Resolution #2023-51
Resolution Appointing Public Agency Compliance Officer

Chairperson Lafferty called for a motion to approve Resolution 2023-51. A motion was made by Commissioner Towns seconded by Commissioner Traficante.

Ms. Jones indicated we are requesting that Ron Miller be appointed as the Public Agency Compliance Officer as he has a Qualified Purchasing Agent Designation. This means Ron is appointed as the contact for all matters concerning implementation and administration under the requirements of the Equal Opportunity Monitoring Program as well as the details for administering Contract Procedures pertaining to equal input. This is a requirement for all local government agencies that would include the Housing Authority. There are no associated costs with this designation.

The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Traficante	(Yes)

Resolution #2023-52
Resolution Approving Executive Session
(Not Needed)

Resolution #2023-53
Resolution Approving a One-Time Compensation Bonus Payment to Maryellen Francke

Chairperson Lafferty indicated he would like to make a brief statement which represents a summation of the entire Board. In the absence of a Maintenance Employee who completed work orders for or obtained assistance from residents and/or contractors to complete necessary repairs during this time her commitment to the residents and the Authority was unwavering. Therefore, I am making a motion to approve Resolution 2023-53 approving a one-time compensation bonus of ten thousand dollars (\$10,000.00) to Maryellen Francke.

A motion was made by Commissioner Traficante seconded by Vice-Chair Hodgetts.

The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Traficante	(Yes)

Chairperson Lafferty stated before closing the meeting he would like to say a few more words as follows: As you know one of the basic principles of our board is to achieve excellence in the overall operations of the Cape May Housing Authority. As such I would like to take the opportunity to recognize someone whose performance exemplifies the meaning of excellence in all she does day in and day out. Because of her advanced knowledge and experience she has taken the administrative function to new heights by raising the performance bar. That individual is Jacqueline S. Jones, our Executive Director.

In the short span of her tenor with us she has implemented many processes to ensure not only fiscal responsibility but likewise vectoring the Cape May Housing Authority much improved strategic direction to say the least. She continues to implement significant cost savings measures all the while maintaining the elevated levels of service to the tenants we so proudly represent here while serving on the Board.

No doubt there has been a significant improvement in the quality and length of the Board Meetings through the development of clear concise agendas. Her tireless efforts, dedication, zealous and relentless services have also helped move forward the JCP&L issue resulting in a tentative agreement and long overdue submission to HUD.

With respect to the revitalization endeavor her overall vision, submission and execution of plans and diagrams have taken our expectations to new levels. And clearly represents the thoughts and mission of this Board.

Although not a part of the Cape May Housing Authority her care and dedication has helped Cape May Cares move many projects through for the benefit of the tenants and the Cape May Community at large.

The Chairperson asked for a motion to approve a \$5,001, bonus to be awarded to Jacqueline S. Jones with the resolution to be presented at the January 2024 Board Meeting.

A motion was made by Commissioner Traficante seconded by Vice-Chair Hodgetts.
The following vote was taken:

Chairperson Keith Lafferty	(Yes)
Vice-Chair Hodgetts	(Yes)
Commissioner Victor Faison	(Yes)
Commissioner Dr. Patricia Martz	(Yes)
Commissioner Laurel Nuschke	(Yes)
Commissioner Lynda Towns	(Yes)
Commissioner Dr. Traficante	(Yes)

Chairperson Dr. Keith Lafferty called for any comments from the Board.

With no further business to discuss, Chairperson Keith Lafferty entertained a motion for adjournment of the Regular Meeting. A motion was made by Vice-Chair Hodgetts; seconded by Commissioner Nuschke. The Board Members unanimously carried the vote present. The Regular Meeting of the Board of Commissioners was adjourned at 5:35 p.m.

Respectfully submitted,



Jacqueline S. Jones
Executive Director